

NEW YORK UNIVERSITY
INTERDEPARTMENTAL COMMUNICATION

23 April 1952

Memorandum to Mrs. Bertha Lyons

Those whose names are listed below should be provided with tickets of admission to the tea;

Faculty Club - 145 M.C.
130 W 18 St.
82 Ditmars St. City School
90 Park Terrace East
5555 Nethlands Ave N.Y.C.
182 Brookdale Dr astoria
8 W 13 St.
Dean William B. Baer (Full Professor)
Marshall Baldwin (Assistant Professor)
Dean Ormond J. Drake (Full Professor) - married
John Herder (Instructor) - married
John Knedler (Full Professor)
Harry Muheim (Instructor) - married
Hammond Pride (Full Professor) - married
George Sargent (Assistant Professor) - married

May I inquire about the following:

1. Do you send cap and gown reservation blanks to those who wish us to provide them? I assume that I will take care of this for those of the marshals who require such.
2. When will the official list (according to the bust) of the wreath bearers be available?
3. When will final list of all platform guests be available?

I spent last evening on a complete set of instructions for everyone concerned and in a few days I should have a mimeographed copy in your hands. Although I phoned Miss Finley at once about a bid on the public address system I have heard nothing yet. I'll check up on this again today.

Ormond J. Drake - at the Heights
Ormond J. Drake
Director, Public Occasions
75 South Building, Square